

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
MINUTES  
JULY 31, 2003**

**PRESENT:** Judith Ficks, Cindy Erb, Linda Roos-Stutz and Kim Senglaub (by telephone)

**STAFF PRESENT:** Thomas Ryan, Bureau Director; Wayne Austin, Legal Counsel; Pamela Meicher, Program Assistant; and Division of Enforcement staff for part of the meeting.

**GUESTS:** Linda Anderson, WOTA

**CALL TO ORDER**

Judith Ficks, Chair, called the meeting to order at 9:03 a.m. A quorum of 4 members was present.

**AGENDA**

Additions: Application Review  
Joan C. Sorteberg – Examination Issue

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to approve the agenda as amended. Motion carried unanimously.

**MINUTES OF JUNE 13, 2003**

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to approve the minutes of June 13, 2003. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

Tom Ryan, Bureau Director, gave the Administrative Report. Mr. Ryan advised the Board that the Department will be moving offices within the building. The front corner of the building will be remodeled to accommodate the relocation. Mr. Ryan also discussed the Department's fee study and the budget cuts that the department has been asked to make. The Legislative Audit Bureau will conduct a study similar to the Department's relating to the fee structure for initial and renewal credentialing fees. Cost saving measures are under review, such as reduced use of postage and paper, and an increased reliance on technological capability.

The Board discussed concerns with respect to the Department's budget restrictions, including the possibility of e-mailed agendas, and the per diem. The Board also urged the Department to appoint Board members to fill current vacancies.

Tom Ryan stated that the Department remains open to suggestions and welcomes ideas from Board members.

### **REQUEST FOR BOARD ROSTER**

After a brief discussion, the Board approved the request of Shawn Conway. Mr. Conway, OTR, Director of Regulatory Affairs, NBCOT, requested a copy of the Board roster. Mr. Conway maintains the current state regulatory database at NBCOT. Mr. Conway uses the database when mailings to the state regulatory community are conducted.

**MOTION:** Cindy Erb moved, seconded by Linda Roos-Stutz, to send Shawn Conway the latest copy of the Occupational Therapists Affiliated Credentialing Board roster. Motion carried unanimously.

### **INFORMATIONAL ITEMS**

Noted.

### **CLOSED SESSION**

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to adjourn to closed session pursuant to Wisconsin State statutes 19.85(1)(a)(b)(f) and (g) for the purpose of reviewing an administrative warning, review of application, review case status report, meeting with DOE, case closings, and examination issues. Roll Call vote: Judith Ficks-yes, Cindy Erb-yes, Linda Roos-Stutz-yes, Kim Senglaub-yes. Motion carried unanimously.

Open Session recessed at 9:45 a.m.

### **EXAMINATION ISSUES**

The Board reviewed the letter from Joan C. Sorteberg, questioning the grading key used to score the jurisprudence examination she took. She claims that two questions on her examination were scored incorrectly. The Examination Office will review the grading key and make any changes that are warranted.

**MOTION:** Linda Roos Stutz moved, seconded by Kim Senglaub, in favor of the Department refunding the \$28.00 examination fee in the matter concerning Joan C. Sorteberg. Motion carried unanimously.

### **RECONVENE INTO OPEN SESSION**

**MOTION:** Linda Roos Stutz moved, seconded by Cindy Erb, to reconvene into open session at 11:08 a.m. Motion carried unanimously.

### **ADMINISTRATIVE WARNING - 03 OTB 002**

**MOTION:** Cindy Erb moved, seconded by Linda Roos-Stutz, to issue Administrative Warning 03 OTB 002. Motion carried unanimously.

### **GRANT LICENSES**

**MOTION:** Cindy Erb moved, seconded by Linda Roos-Stutz, to grant a license to Karen Cockran, with a recommendation that she actively pursue continuing education. Motion carried unanimously.

### **NBCOT EXAMINATION**

**MOTION:** Cindy Erb moved, seconded by Linda Roos-Stutz, to grant Lisa M. Lewandowski the opportunity to take the NBCOT examination a fourth time. Motion carried unanimously.

### **CASE CLOSING**

**MOTION:** Cindy Erb moved, seconded by Linda Roos-Stutz, to close case 02 OTB 016 as an administrative closing with a letter advising her that the request for an unlimited license will not be considered until the Board Order is completed. Motion carried unanimously.

**MOTION:** Kim Senglaub moved, seconded by Linda Roos-Stutz, to close case 02 OTB 014 for prosecutorial discretion. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to adjourn the meeting at 11:12 a.m. Motion carried unanimously.

**Next Meeting Date: Friday October 10, 2003**